

**TITLE:** Custodian

**REPORTS TO:** Plant Manager

**General Summary:**

Perform custodial duties as outlined by the plant manager for the upkeep and cleanliness of all parish buildings. This will include basement, main and upper level areas; summer preventative maintenance and cleaning. This position covers a five (5) day work week, Mon-Fri, and will begin at 9:00 a.m.

**Knowledge, Skills & Abilities Required:**

**Education:** High School diploma or equivalent required. Knowledge of cleaning equipment, procedures and chemicals helpful but not required.

**Experience:**

Previous custodial experience preferred.

**Other Requirements:**

Ability to use portable cleaning equipment such as backpack vacuums, upright vacuums, floor scrubbers and carpet extractors. Ability to lift and push materials weighing up to 35 pounds. Frequent bending, stooping and working in awkward positions. Ability to reach above head and use brooms, mops and dusters. Must be able to pass a background check.

**Preferred Knowledge, Skill & Abilities:**

Computer and internet abilities.

**Job Duties:**

Perform custodial duties on parish facilities as required.

Perform minor preventative inspections on related equipment as required.

Use all custodial equipment and ensure proper working order.

Perform stocking of custodial supplies and maintain neat, orderly custodial areas.

Ensure facility is properly secured each evening as required.

Perform other duties as assigned.

**Working Conditions:**

Work is performed during and slightly after normal parish hours except as warranted; religious holidays, vacations, federal holidays or school closings. May be exposed to harsh chemicals and cleaning supplies. Working in awkward positions, bending, stooping, lifting and reaching is required.